

Kansas City Composite Squadron Position Policies

FLIGHT OPERATIONS OFFICER (DOF) (P211)

SENIOR MEMBER POSITION DESCRIPTIONS

Position descriptions at all echelons (region, wing, group, and squadron) are so similar that one broad position description applies to all levels, unless otherwise indicated. Since CAP directives describe in detail the tasks to be performed in each position, each staff officer should become completely familiar with the CAP directives listed in his/her position description. Also, it should be noted that all phases of each position are covered even though some units do not have a particular need for every task.

Squadron commanders are authorized and encouraged to develop more detailed position descriptions for their staff officers to fit the individual unit situation and talents of unit personnel.

DUTIES

Reports to the Operations Officer

Manages and directs all flight operations activities

They shall:

- Develop and implement flight operations plans, programs and directives
- Establish reporting procedures to determine the success of flight operations programs CAPR 20-1 (E) and CAPR 60-1
- Coordinate flight operations matters with other staff agencies or interested agencies CAPR 60-1
- Develop standard operating procedures for the control and operation of CAP aircraft
- Ensure Checklist in CAPR 60-1 is completed properly and documented CAPR 60-1 para 4-9a
- Ensure CAPF 99's are properly submitted at time of release CAPR 60-1 para 4-6b
- Develop necessary operations policies and procedures to ensure mission accomplishment and to provide adequate guidance to subordinate personnel and units
- Review and comply with all relevant National, Wing and Squadron Policies

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- Ensure compliance and submit a completed self SUI by 1st of September annually to the Squadron Commander
- Request the issuance of transportation and mission authorizations from LO as requested
- Submit KSWG 7 by the 6th of each month via email to the Wing Director of Operations and the unit Administrative Officer and Unit Commander
- Submit KSWG 1 and KSWG 25 by the 6th of each month via email to the Wing Director of Operations as required
- Provide the 5 front seat Cadet Orientation Flights to cadets who have attended a Safety meeting the previous month and are in Active status
- Provide back seat flights if available to cadets or officers who are in active status and have attended a Safety meeting the previous month
- Flight Operations officer should be familiar with CAPP 210, CAPP 211, CAPP 212, CAPP 213; CAP directives in the 50, 55, 60 and 62 series and parts 1, 43, 61, 63, 91 and 92 of FAA regulations
- Assistant Flight Operations Officers must complete all above requirements